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31 MAR 1960

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MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Support)

SUBJECT: Records Disposition

1. You will recall that several months ago I discussed records disposition at the Director's Staff meeting and in particular challenged the volume of records we have here at Headquarters and the faithfulness with which the formalized Records Disposition Schedules are utilized - particularly the disposition which reads - "Hold indefinitely - destroy when no longer needed". At the end of this meeting, the Director asked me to report back at an appropriate time on what had been done with my challenges.

2. I have set the first Director's Staff meeting in May of this year to make this report.

3. Will you kindly urge your offices, divisions, and staffs that they get their reports of accomplishment in to you promptly, hence to me, so that I can work up an appropriate and succinct statement?

[Signature]

Chief, Management Staff

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